

Manage Study Staff

[Create Study](#)

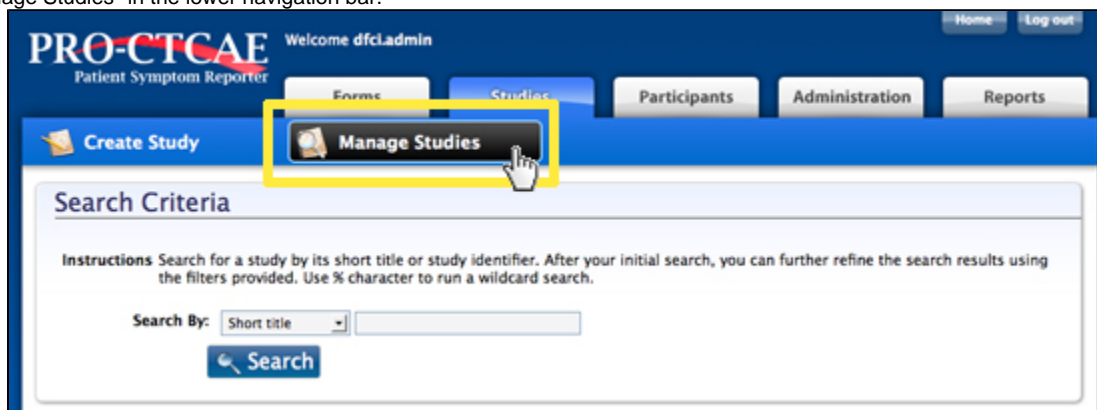
[Studies](#)

[View-Edit Study](#)

Important

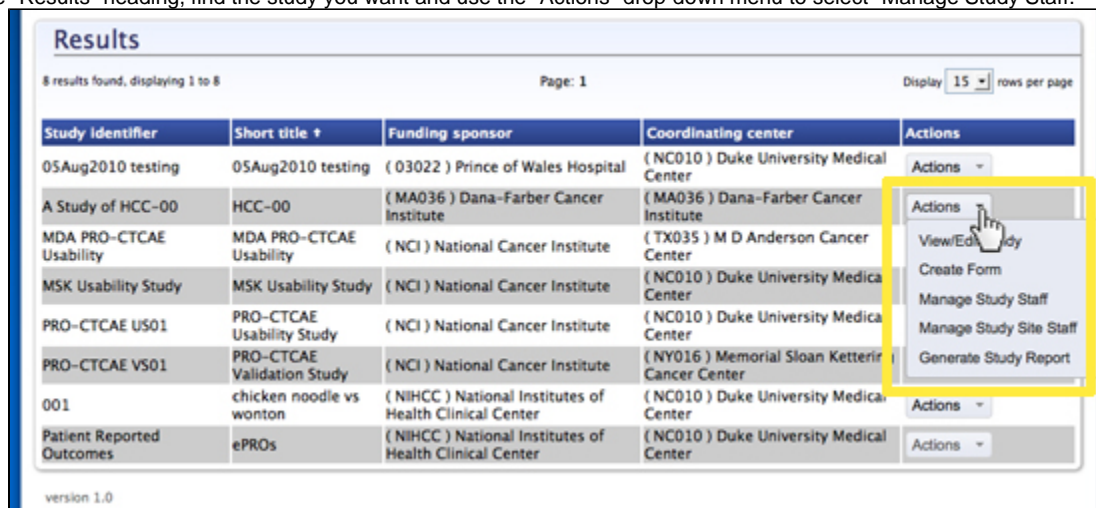
The Lead Site CRA, Lead Site PI, Site CRA, Site CCA, Site PI, and Data Coordinator may manage study staff in PRO-CTCAE. Hover over the "Studies" tab in the top navigation bar.

Click on "Manage Studies" in the lower navigation bar.



Search Criteria

1. Use the drop-down menu to search by short title or study identifier.
2. Enter the full short title or study identifier in the field.
3. Click on the blue "Search" button or hit the Enter key on your keyboard.
4. Under the "Results" heading, find the study you want and use the "Actions" drop-down menu to select "Manage Study Staff."



Here you'll see the Data Coordinator, Lead Site CRA, and Overall PI for this study.

Create Study Manage Studies

1. Overview > 2. Study Details > 3. Study Sites > 4. Overall Study Staff > 5. Study Site Staff

Overall Study Staff

Data Coordinator for Sponsoring Organization

- * Organization (MA036) Dana-Farber Cancer Institute
- * Name Roger Donahue

Lead Site CRA

- * Organization (MA036) Dana-Farber Cancer Institute
- * Name Irwin Petersen

Overall PI

- * Organization (MA036) Dana-Farber Cancer Institute
- * Name Irwin Petersen

Save & Back Save Save & Continue

version 1.0

If you want to change the name of the Data Coordinator, Lead Site CRA, or Overall PI:

1. Click on the white "X" in the small black icon to clear the field.
2. To enter a new staff person, start typing his or her name. A drop-down menu will appear. Scroll down and click on the individual you want to add. If you choose the wrong one and want to clear the field, click on the white "X" in the small black icon. **Note: A PRO-CTCAE account must have already been created for a staff person to appear on the drop-down menu to be added.**
3. There must be staff assigned to each role of Data Coordinator, Lead Site CRA, and Overall PI. If you delete a name, you will need to add someone else to that field.

You now have three options:

1. Click on the blue "Save & Back" button on the bottom left of the screen to save your work and return to the "Study Sites" screen.
2. Click on the blue "Save" button on the bottom right of the screen to save your work and go to the "Overview" section.
3. Click on the green "Save & Continue" button on the bottom right of the screen to save your work and go to the "Study Site Staff" section. Note that this option does not appear for the CCA.

Important

The Lead Site CRA, Lead Site PI, Site CRA, and Site PI may manage study site staff in PRO-CTCAE.

If your study has more than one site associated with it, the drop-down menu at the top of the screen will list all sites. Scroll down and click on the site you want to edit.

Fill in all required fields (as noted with an asterisk):

Create Study Manage Studies

1. Overview > 2. Study Details > 3. Study Sites > 4. Overall Study Staff > 5. Study Site Staff

* Site (NC010) Duke University Medical Center

Overall Study Staff

Lead Site CRA: Duke 05Aug2010

Overall PI: Duke 05Aug2010

Research Staff

Site PI

Name	Action
Add	

Site CRA

Name	Action
Add	

Clinical Staff

Research Staff

Site PI: Click on the blue "Add" button. To enter the Site PI, start typing his or her name. A drop-down menu will appear. Scroll down and click on the name you want to add. If you make a mistake, click on the white "X" in the small black icon. To add more staff, click on the "Add" button and repeat the process. If you decide not to add another Site PI, click on the red "X" next to this field.

Site CRA: Click on the blue "Add" button. To enter the Site CRA, start typing his or her name. A drop-down menu will appear. Scroll down and click on the name you want to add. If you make a mistake, click on the white "X" in the small black icon. To add more staff, click on the "Add" button and repeat the process. If you decide not to add another Site CRA, click on the red "X" next to this field.

Clinical Staff

Site Investigator/Treating Physician: Click on the blue "Add" button. To enter the Site Investigator or Treating Physician, start typing his or her name. A drop-down menu will appear. Scroll down and click on the name you want to add. If you make a mistake, click on the white "X" in the small black icon. To add more staff, click on the "Add" button and repeat the process. If you decide not to add another Site Investigator or Treating Physician, click on the red "X" next to this field.

Nurse: Click on the blue "Add" button. To enter the Nurse, start typing his or her name. A drop-down menu will appear. Scroll down and click on the name you want to add. If you make a mistake, click on the white "X" in the small black icon. To add more staff, click on the "Add" button and repeat the process. If you decide not to add another Nurse, click on the red "X" next to this field.

If your study has more than one site associated with it and you want to add staff for another site before moving on, click on the blue "Save" button on the bottom right of the screen. Then use the drop-down menu at the top of the screen to select your next site. Scroll down and click on the site you want to view or edit. Repeat this process for as many sites as needed.

If you want to change the date on which a staff person will become activated:

1. Click on the blue "Save" button on the bottom right of the screen first. This will cause blue "Deactivate" buttons to appear where the red "X" marks had been. Click on the "Deactivate" button for the staff person you want:
2. A dialog box will ask you to enter the date this staff person should be activated. Today's date will appear in the "Effective Date" field by default. To change it, type in the date in the mm/dd/yyyy format, or click on the calendar icon to choose the date. Click on "Submit" to set the activation date or "Cancel" if you decide you do not want to set a new activation date for this user.

You now have two options:

1. Click on the blue "Save & Back" button on the bottom left of the screen to save your work and return to the "Overall Study Staff" screen.
2. Click on the blue "Save" button on the bottom right of the screen to save your work and return later or navigate to another screen.